

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: June 28, 2002

LEAVE ACCOUNTING LETTER # 02-011  
(Civil Service Only)

To: All Campuses in the California Leave Accounting System (CLAS)

From: RON HUTCHESON, Manager  
Customer Support Section

Re: PERSONAL HOLIDAY AND HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

This is to inform you of processes that will be run during July 2002 for Personal Holiday and Holiday Credit In Lieu of Personal Holiday.

PERSONAL HOLIDAY

On July 2, 2002, Personal Holiday accruals for the 2002/2003 fiscal year will be posted to the California Leave Accounting System (CLAS). The accrual transactions (PH10) will be posted for all full/part time and hourly intermittent employees entitled to Personal Holiday. If an employee is on a temporary separation or serving a waiting period with an end date after July 30, 2002, the accrual transactions will not be posted.

Employees on temporary separations are not entitled to the Personal Holiday accrual until they return from the separation. Upon the employee's return the agency must post the accrual transaction (PH10) for the month the employee returns.

If the employee is on a Personal Holiday waiting period with an end date after July 30, 2002, the accrual transaction will be automatically posted on the 2nd day of the leave period in which the waiting period ends.

HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

Also on July 2, 2002, Holiday Credit In-Lieu of Personal Holiday transactions (HC09) will be posted for full or part-time employees entitled to this benefit. These transactions will not be posted for hourly intermittent employees, or if the employee is on a temporary separation.

The In-Lieu transactions for hourly intermittent employees must be posted by the agency after determining how many hours the employee is due.

Employees on temporary separations are not entitled to the Holiday Credit In-Lieu of Personal Holiday until they return from the separation. Upon the employee's return, the agency must post the transaction (HC09) for the month the employee returns.

Some employees must serve a waiting period before receiving Holiday Credit In-Lieu of Personal Holiday. This waiting period can not be documented using the CLAS. Therefore, if the employee is currently serving a waiting period, the agency will need to void the HC09 transaction posted on July 2, 2002. Once the waiting period has ended, the agency may then post the HC09 transaction for the leave period in which the waiting period ends.

The Personal Holiday and the Holiday Credit in Lieu of Personal Holiday transactions will display on the Leave Activity and Balances (LAB) report issued August 16, 2002 and the employee's statement of Earnings and Deductions/Direct Deposit Advice for the August 2002 pay period.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit (916) 327-0756.

RH:dm